



## **JOB OPPORTUNITY**

### **OFFICE OF THE CHIEF PERFORMANCE OFFICER**

***EDUCATION SERVICE SPECIALIST  
EDUCATION SERVICES ASSISTANT  
EDUCATION SUPPORT TECHNICIAN***

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Hours:** 8:00 a.m. – 5:00 p.m.

**Job Posting #** 00055952 – File #792

**Salary Range:** *EDUCATION SERVICE SPECIALIST*  
ANNUAL SALARY RANGE: \$69,892 – \$90,700

*EDUCATION SERVICES ASSISTANT*  
ANNUAL SALARY RANGE: \$57,529 - \$74,110

*EDUCATION SUPPORT TECHNICIAN*  
ANNUAL SALARY RANGE: \$48,633 – \$61,216

**Closing Date:** June 12, 2013

The Connecticut State Department of Education is currently recruiting for a position in the Office of the Chief Performance Officer. ***The selected candidate's credentials will determine the job classification.***

#### **GENERAL STATEMENT OF DUTIES:**

Support the implementation of the Department's new education reform strategy through conducting qualitative and quantitative research, analysis, and interpretation of student performance data that inform efforts to support and improve Connecticut schools.

#### **EXAMPLE OF DUTIES:**

- Access, integrate, properly structure, and prepare for analysis and interpretation, various student, school, and district performance statistics;
- Work seamlessly with numerous state and vendor-owned data systems, including but not limited to those that house results from statewide assessments of student learning;

- Collaborate with various internal and external experts and identify resources that will help the department properly cleanse, interpret, and compare data for state, federal and public reporting and compliance requirements;
- Working with senior leaders at the department, in collaboration with local school and district leaders, leverage various data tools (such as Excel, SAS etc.) to analyze and prepare data for use in generating Adequate Yearly Progress reporting, and School Performance Index reporting that are required by state and federal laws, policies and other commitments;
- Consult, advise and provide expert analytical support to department leadership about development of specific performance targets and metrics for student groups, schools, districts, and the state as a whole.

## **QUALIFICATIONS:**

### **Knowledge, Skills, Ability:**

Interest in supporting the Department's efforts to implement a bold and comprehensive education reform program. Substantial academic experience in math, finance, statistics, or computer science. Considerable knowledge of and ability to utilize various data systems and data analytic tools; training, experience and demonstrated expertise with mathematic and statistical analytical techniques and interpretive and inquiry skills; considerable interpersonal skills; considerable oral and written communication skills; collaborative work style; extremely focused and self-motivated performer; ability to manage confidential and sensitive material; passion for analytical excellence, practical use of data, and desire to identify strategies that help improve student learning.

### **Minimum Experience and Training Required:**

**Education Service Specialist:** A Master's degree and three (3) years of professional experience, or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

**Education Services Assistant:** A Master's degree and one (1) year of professional experience, or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

**Education Support Technician:** Five (5) years' experience in technical work in an area of education. Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

### **Preferred Experience:**

A deep passion for education, analytical rigor, a hunger to drive systemic change, and a commitment to the belief that all students can achieve at the highest levels; proven experience designing and executing complex quantitative and qualitative analytical projects; entrepreneurial and collaborative mindset with a track record of success in academic or professional work environments that are demanding, intelligent, and diverse; strong writing, communication and presentation skills, with an ability to motivate and inspire a diverse set of stakeholders toward a common goal.

The Department encourages those applicants who do not meet the stated qualifications but who believe that they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position.

### **Application Procedure:**

Interested candidates should reference announcement #792 submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Debra Paradis, Principal Human Resources Specialist, Connecticut State Department of Education, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. # 860 713-6695. All required documents must be submitted to be considered for interview.**

**Closing date for application:** **June 12, 2013**

**Anticipated date of employment:** **Immediate Upon Selection**

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** **The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

#### **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**